

Hilgay Parish Council

Minutes of the meeting of Full Council on Thursday 05 March 2020

Present:

Hilgay Ward

Cllr Peter Bates, Cllr Graham Carter, Cllr Peter Carter, Cllr Annabel Charlesworth, Cllr Elaine Hall, Cllr Gillian Harris, Cllr Jane Heatrick and Cllr Holmes

Ten Mile Bank Ward

Cllr Peter Dornan and Cllr Ray Houghton

Parish Clerk

Ms Claire Dornan

Maintenance Officer

Mr Colin Wills

Other non-Council members present

There were no members of the public present.

Those in attendance at the meeting were notified of the emergency evacuation procedure and social media procedures. Members were asked to ensure that their mobile telephones were either switched to silent mode or turned off.

01. To receive Members' Apologies for Absence

An apology was received from Cllr Andy Greening who was working. Cllr Greening also gave his apologies for the next scheduled meeting on 02 April 2020, again due to work.

Cllr Coogan did not attend.

02. To receive Members' Declarations of Interest

There were no declarations of interest made.

03. To approve the minutes of the meeting held on Thursday 06 February 2020

Proposed – Cllr Dornan Seconded – Cllr Heatrick

'That the minutes of the meeting held on Thursday 06 February 2020 be approved as a true and accurate record.'

All in favour

04. To approve the Councillor Co-option Policy

Proposed – Cllr Holmes Seconded – Cllr Hall

‘That the Councillor Co-option Policy be approved.’

All in favour

The Clerk expressed the need for all paperwork and electronic records relating the co-option be destroyed or deleted following the meeting tonight. Under the Data Protection Act there is no requirement for Councillors to hold the personal information relating to the candidates.

05. Public Participation – 15 minutes allowed

No members of the public were in attendance however the Maintenance Officer wished to represent the residents of Ten Mile Bank. The Maintenance Officer asked for clarification on the proposed road closure at Modney Bridge / A10 Junction between 23 March 2020 – 26 March 2020. The Clerk read out the full Road Closure Notice and confirmed that access was available.

06. To receive report from Borough Councillor

Borough Cllr Holmes reported that following a three hour meeting all precept financial requests had been agreed by the Borough Council.

Borough Cllr Holmes advised that the Special Measures report on the Queen Elizabeth Hospital had now been received and they appear on track.

Borough Cllr Holmes reported that the King’s Lynn Transport Plan is under discussion. It has an indirect impact on Hilgay Parish as there are changes due to the A10. Questions have been raised on the proposed West Winch bypass.

Borough Cllr Holmes advised that it appears that following the Boundary Commission Report the number of Councillors will remain the same but the borders may be adjusted.

07. To receive a report from County Councillor

The County Councillors were not present at the meeting.

08. To receive the Chair’s Report

a) SAM2 Download

Cllr Holmes confirmed that the download had been successful and the reports would now be monitored. The Parish Council laptop cannot currently access the data but a download will be attempted to allow this to occur.

b) A10 Underpass

Cllr Holmes confirmed he had reviewed the A10 underpass and spoken to Cllr Harris who was in agreement that if the Parish Council were to re-open the underpass there is a risk of users falling

into the water. It was therefore agreed that the current footpath across the A10 was a safer option for users as there was sufficient vision at the crossing point.

c) Land encroachment

Cllr Holmes confirmed limited investigations had been made on the land encroachment but this was now a priority.

09. To receive the Maintenance Officer's Report

Colin Wills confirmed he had passed the Chainsaw Qualification for which he was congratulated.

Colin Wills asked that the Council consider moving from two stroke petrol to Aspen alkylate petrol . It is considered more environmentally friendly and the fumes are reduced when the Chainsaw is in use so this is better for the user and those in the vicinity. The Council asked for this to be placed on the next agenda in April 2020 to enable research to take place.

Colin Wills asked that the pot hole on Stephen's Crescent, TMB, be reported again to Highways. The Clerk is to be provided with pictures including a depth measurement.

Colin Wills advised that the defib.battery expiry is due to be checked at TMB. Cllr G Carter gave advice on how to do this.

Colin Wills advised that there is a holly tree growing through the boundary hedge at the Cemetery. A discussion ensued and it was agreed that the holly tree should be reduced to in line with the top of the hedge. The tree was not to be removed as the base was on Diocese land and therefore not in the Parish Council's ownership.

Colin Wills asked for advice of whether to purchase 2 paving slabs (£14) and glue them together or purchase Council grade thick slab (£17) in order to fix the new bins for the Playing Field.

Proposed – Cllr G Carter

Seconded – Cllr Heatrick

'That the Maintenance Officer be approved to purchase 2 paving slabs at a cost of £14.00 a pair to affix the bin to.'

9 in favour Cllr Dornan against as he felt a base should be built

Mr Wills left the meeting

10. To receive the Clerk's Report

a) Update on correspondence with Ely Diocese

Correspondence had been received from the Diocese stating that a meeting to discuss the tree report was due on 6 March 2020. Council asked The Clerk to arrange a meeting with a Diocese representative to discuss the report and the Diocese plans moving forward.

b) Update on Banking arrangements

Access is now held by The Clerk and the Chair and it is believed that electronic payments can now be made by the Parish Council.

c) Report following training course regarding Allotments and maintenance requirements

The Clerk gave an overview of her recent training. An Allotment Policy is required and a monthly allotment inspection.

The Clerk advised that the Councillors that are allotment tenants are required to include this on their Declaration form (DPI). The Councillor must not only declare an interest but request a dispensation to speak and / or to vote in any allotment discussions. The dispensation can be given by the Council and must be noted in the minutes. To be added to the April 2020 agenda.

d) Update on Pumphouse contract

The Clerk confirmed she had been present at a conference call between the owner, the Chair and Vice Chair. Correspondence from the owner was read to the Council regarding the type of bin locks available. The Council agreed that as per their vote in November 2019, now that the matters had been seemingly resolved, a new 2 year contract could be issued to begin on 01 April 2020.

e) Update on Playground Inspection

The Clerk advised that some works were outstanding following the inspection due to the recent weather conditions not being safe to complete the works required.

f) Update on Waste collection arrangements for new dog bin

The Clerk confirmed she was in discussion with John Hussey at the Borough Council.

g) Update on Highways Items

Highways have confirmed the Bollards are now due to be removed by 31 March 2020. They have suggested a no through road sign on Waterman's Lane which requires the land owner's permission. Borough Council had confirmed that without a referendum, at the cost to the Parish Council, the road name could not be amended. Cllr Bates said the measures offered by Highways were unacceptable. The Clerk advised that she did not have the capacity to presently take this matter further and asked Cllr Bates or another Cllr to specifically liaise with Highways and Borough Council to obtain a satisfactory conclusion. No Cllr wished to take on this role. Cllr Harris asked that Cllr Holmes take responsibility for the matter in his role as Borough Councillor. This was agreed.

h) Update on staff training and appraisals

The Clerk advised she is due to attend a NALC appraisal course on Thursday 19 March 2020 and then the Maintenance Officer would have his appraisal arranged.

The Chair and Vice Chair are due to complete the Clerk's appraisal by the end of April 2020.

11. To receive and consider correspondence

No correspondence requiring discussion

12. To approve the payment of bills

A list of bills had been circulated (Appendix 1).

Proposed – Cllr Holmes

Seconded – Cllr Houghton

'That the Full Council bills be paid as per the attached schedule.'

All in favour

13. To discuss new planning applications received from the Borough Council/Norfolk County Council

a) Land South of Brett House, East End, Hilgay

Proposed – Cllr Holmes Seconded – Cllr Harris

‘That an objection be made on the grounds of access to and from the Highway.’

10 in favour 2 abstentions

b) 1 Whittome Mill, Hilgay, Downham Market, Norfolk PE38 0LB

Council felt no comment was required.

14. To note application decisions made by the Borough Council/Norfolk County Council

a) 9 Manor Road, Hilgay, Downham Market, Norfolk PE38 0JR

The Clerk reported that this application had been approved.

15. To discuss and agree action required following Riverside Field and Toilet vandalism

Councillors requested that a meeting be arranged with The Clerk, Chair, Vice Chair and PC 751 Funnell to discuss the recent vandalism in Hilgay, fire in the bus shelter, stolen mole traps, in addition to the stolen gate at the Riverside Field and the toilet vandalism.

16. To discuss and agree an Internal Auditor for Financial Year 2019/2020

Proposed – Cllr G Carter Seconded – Cllr Holmes

‘That Ms Jo Raby be accepted as the Internal Auditor for Financial Year 2019/2020 at a cost of £60 including paperwork.’

All in favour

17. To agree the renewal of Parish Council insurance policy

The one year and three year renewal quote from Zurich Insurance plc was discussed and the quote from AXA Insurance.

Proposed – Cllr Holmes Seconded – Cllr G Carter

‘That the annual renewal one year policy from Zurich Insurance plc be approved at a cost of £1,137.54.’

All in favour

The Clerk is to research alternative insurance providers in September 2020.

18. To agree response to Riverside Academy – Ten Mile Bank

No response had been received from Riverside Academy – Ten Mile Bank so no discussion was required. To be placed on the next agenda as response due.

19. To agree mole control contract

The Annual Contract from Mr K S Green and CGM Group were discussed. Cllrs were aware that a further three companies had been contacted and refused to quote due to the location.

Proposed – Cllr Holmes Seconded – Cllr Heatrick

‘That the current Mole Contract cease and an annual contract not be entered into. The Council would contract with a Mole Contractor on a need only basis.’

All in favour

Cllr Holmes agreed to monitor the Cemetery on a weekly basis.

20. To agree Riverside News advertising policy and charges

Proposed – Cllr Holmes Seconded – Cllr Dornan

‘That from 01 June 2020 the advertising rates for Riverside News be set as:

Quarter of a page advert	£20 a year for up to 6 issues
Half Page Advert	£30 a year for up to 6 issues
Full Page Advert	£40 a year for up to 6 issues
Charity Event	£5 an advert
New Business	One free advert
Hilgay Cinema	Free full page advert per issue
Hilgay Village Hall	Free full page advert per issue

Commercial adverts for activities in Riverside Academy premises will be charged according to the size of the advert.

No deductions will be made for pro rata requests.’

All in favour

21. To receive an update on the progress of the Flower Meadow – Cllr Charlesworth

Cllr Charlesworth reported that the Flower Meadow had been pegged. The area had been sprayed by the Maintenance Officer with sufficient warning notices in position. Cllr Charlesworth would now use the approved budget and grant from Hilgay United Charities to purchase Wild Flower Seeds. Cllr Charlesworth is to liaise with the Maintenance Officer to determine if a bonfire site was still required.

It was agreed a temporary fence would be required to define the area. This would hopefully reduce dog fouling in the area.

The Clerk was asked to investigate how to prevent the area becoming a Right of Way.

Proposed – Cllr Charlesworth

Seconded – Cllr Holmes

‘That The Clerk be authorised to purchase appropriate signage to protect the area becoming a Right of Way.’

All in favour

22. To discuss and agree Speed Watch response following Riverside News article

There were no replies received from residents to the request for interested parties to contact The Clerk. It was agreed that the Council would cease to be involved in Speed Watch.

23. To agree policy for selecting a Chair in the new Council Year

The Councillors agreed they did not want interested parties to submit a resume for consideration prior to the meeting in May 2020 and would ask those interested on the night to make themselves known and vote openly.

Confidential items

Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press:

Proposed – Cllr Holmes

Seconded – Cllr G Carter

Confidential Items to be discussed under: Standing Order 3D, that in view of the confidential nature of the business about to be transacted, due to Data Protection, it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw’

All in favour

24. To discuss the cemetery complaint received on 19 January 2020

Confidential notes held.

25. To receive Councillor Co-option applications

The Councillors felt there was no requirement for a debate as they had sufficient information.

Having come out of confidentiality.

26. To agree any actions to be taken in regards to the cemetery complaint received on 19 January 2020

Proposed – Cllr Dornan

Seconded – Cllr Holmes

‘That The Clerk write to the previous employee of the Council who managed the reservation schedule and ask if they have any background to the circumstances which have arisen.

That the Clerk write to the owner of the reserved plot which has been requested by the complainant.’

All in favour

The Clerk was asked to draft a reply and obtain the consent of the Chair and Vice Chair before sending the reply. The Clerk was reminded by Cllr G Carter of the need to reply in a timely fashion. The Clerk confirmed that she fully understood this requirement.

27. To vote on Councillor Co-option applications

The Council completed a secret ballot. The Clerk counted the votes and the Chair checked the count.

Candidate 1 6 votes Candidate 2 3 votes Neither Candidate 1 vote

Proposed – Cllr Holmes

Seconded – Cllr Hall

‘That Hilgay Parish Council invite Susan Annan to become a co-opted Councillor.’

All in favour

The Clerk was asked to contact the successful candidate at her earliest opportunity and upon their acceptance write to the unsuccessful candidate.

28. To receive Councillors’ questions

Q. Following the Clerk’s recent training, are bonfires acceptable on Allotments? Cllr P Bates

A. The Clerk advised that there is no law against having a bonfire however it is an offence for the smoke, or the smell of the smoke, to cause a nuisance. Allotment holders must be mindful that smoke can effect the enjoyment of residents using their gardens and contributes to local air pollution. It is essential that bonfires do not reduce visibility on nearby roads. Consideration needs to be given to only burning dry material from the plot and ensuring no chemical such as petrol or methylated spirits are used to start a bonfire. Bonfires are not recommended in the evening or on damp days / windy days

Q. Is it legal for boats to discharge sewage into River Ouse, near Hilgay and if it is, how can we stop it? Cllr P Carter

A. It is legal to discharge sewage into the River Ouse, near Hilgay. It is suggested that contact is made with Elizabeth Truss MP to campaign to change the law.

Q. Can The Clerk please contact Highways to arrange for the A10 signage to be replaced as it is currently on the ground? Cllr Hall

A. Agreed

Q. Can the Clerk contact Highways to determine what action is being taken regarding the brambles on Modney Bridge? Cllr Hall

A. Agreed

Q. Can The Clerk contact Highways to advise them that the drains need to be cleared as there has been increased flooding in Hilgay outside The Rectory and Hilgay Academy? Cllr G Carter

A. Agreed

Q. Can a member of the Council volunteer to assist the Clerk to map the Cemetery as it is known her workload exceeds the number of hours she is paid for? Cllr Dornan

A. Cllr Holmes offered to assist. Cllr Dornan offered to assist. Agreed.

Q. Is Cllr Coogan still a Cllr as he has not attended in recent months? Cllr Heatrick

A. The Clerk confirmed that Cllr Coogan remains a Cllr and had received no correspondence from him to determine that he no longer wished to be.

Cllr Hall advised that £20.00 had been donated to the local hospice from the Cllr donations towards funeral flowers for Cllr Martin (deceased)

The Chair thanked everyone for attending and closed the meeting at 8:53pm

Chair

Dated